

Annex 1



**Safeguarding and remote education during
coronavirus (COVID-19)**

at

St John Plessington Catholic College

School Name: St John Plessington Catholic College

Policy owner: Mr P McLoughlin (DSL)

Date: 20 January 2021

Date shared with staff: 20 January 2021

Version 2

Context

From January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable and children whose parents are critical to the COVID-19 response and who cannot be safely cared for at home.

Pupils who are not attending school, St John Plessington has focused teaching and learning on the use of Google Classroom and Google Meets for real - time lessons and teaching resources. This has allowed teachers to continue teaching and collaborating in a virtual environment and pupils to actively engage in lessons, complete and submit work during these unprecedented times.

In addition to this the Government has provided additional information on e-safety which is available from

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

This guidance has been used to complete this document and should be used fully in conjunction with:

- **Child Protection and Safeguarding Policy**
- **Child Protection and Safeguarding Policy – Annex 1 – sent to all staff (COVID 19)**
- **Online Safety Policy**
- **Staff Code of Conduct**
- **KCSIE – 2020**
- **Guidance for safer working practice for those working with children and young people in education settings**

This addendum of the St John Plessington Catholic College E-safety policy contains details of our individual arrangements in the following areas:

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As well as additional resources provided by staff at SJP, the Government has published an initial list of [online educational resources](#) covering various subjects and age groups. [Bitesize Daily](#) has been developed by the BBC to provide new lessons every weekday for pupils in Year 7 to Year 10. Created in collaboration with teachers and educational experts, videos and interactive activities cover core subjects and other topics on the school curriculum. Content is available for free on television, online and through BBC iPlayer.

Furthermore, additional lessons are available from The [Oak National Academy](#), which was created by teachers from schools across England in response to school closures. This free resource and lessons have been devised by practising teachers, combining videos, quizzes and worksheets.

Safeguarding pupils and teachers online

Most children are being educated at home during the Coronavirus (COVID-19) outbreak January lockdown?, so school leaders and teachers are having to adjust to remote education strategies. While this is happening, it is important that schools continue to follow safeguarding procedures. It is vital that any concerns or risks are flagged to the DSL and that the e-safety policy and Child Protection and Safeguarding Policy (including Annex 1) is followed at all times by staff. Staff may find that these concerns are raised by pupils through a comment, a piece of work or simply lack of work. It is important to keep the child and their wellbeing at the centre of everything that we do and as such should report concerns immediately.

Keeping teachers safe when providing remote education is also essential. Remote education is a new experience for both staff and pupils, so it's important that schools understand how to approach safeguarding procedures online.

School contact with parents and carers during this time can also be used to reinforce the importance of children staying safe online. Parents will receive regular updates through social media and parent mail on how to keep their child safe during this time. Additional

support and posters will be displayed within year group virtual classrooms to signpost children to support.

It's especially important for parents and carers to be aware of what their children are being asked to do, including:

- sites they will be asked to use
- school staff their child will interact with

At SJP, all interaction will be with College staff only or those who offer support to pupils through our known partnerships such as Health Services in School. These meetings will only take place following parental consent and other agencies will abide by their own safeguarding standards and e-safety policies.

Communication with parents will take the form of:

- School office email
- Year team emails
- Staff emails - Although to avoid workload and direct contact - use school office email
- Parent mail
- Social Media – Twitter and Facebook
- College website
- Telephone – All calls should be logged on Classcharts / CPOMS

Communication with pupils will take the form of:

- School office email
- Google Classroom
- Google Meets
- Social Media – Twitter and Facebook
- College website
- Telephone – All calls should be logged on Classcharts . CPOMS
- Loom – Pre recorded
- Conference call – **Using Zoom / Google Meets**

Communication with staff will take the form of:

- School email
- Parent mail
- Social Media – Twitter and Facebook
- College website
- Conference Calls

It is vital that all staff and parents encourage a safe online environment and we encourage parents and carers to set up home filtering in a child-friendly way age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

It is also important that parents have regular conversations about staying safe online and to encourage children to report their concerns, if they come across something worrying online.

Further support is available to parents and children regarding online safety from the websites below:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Reporting concerns

Information provided above and that shared with parents and pupils through other online platforms are helpful to signpost parents and pupils to get support should they encounter issues online. Parents have also been provided with a safeguarding email:

safeguarding@stjohnplessington.com

should they wish to get in touch with any concerns. Additionally our vulnerable pupils and families will be regularly contacted by pastoral staff to offer support and check the wellbeing of pupils, providing additional support and signposting to other resources where necessary.

In the event of a staff member having a concern regarding a pupil, online content or concerns from messages sent to them they must report this straight away to the DSL using the procedure set out in Annex 1 of the Child Protection and Safeguarding Policy.

Harmful or upsetting content

In the event that you see any harmful or upsetting content online we suggest that you seek advice from both school staff and the institutions identified below:

- reporting harmful online content to the [UK Safer Internet Centre](#)

- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

Bullying or abuse online

You can:

- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)
- get government [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

Additional support for schools is also available during this time - Schools can access the free [Professionals Online Safety Helpline](#) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email helpline@saferrinternet.org.uk. The helpline is open from Monday to Friday from 10am to 4pm. In addition, [Tootoot](#) provides a confidential route for pupils to report bullying or abuse.

Communicating with parents, carers and pupils

Although education is now having to take place remotely, it's important for schools, teachers and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils, schools should:

- communicate within school hours as much as possible. All work for the teaching day should be schedule-set for the time the class is due to begin and have a deadline of no later than 16:00 or at a time that they deem suitable which may be the next lesson. It is important to note that some Google Classroom on devices give reminders / notifications which can cause problems if these are happening late at night.
- Homework should be set separately from classwork assignments with a different due date.
- communicate through the school channels approved by the senior leadership team as identified previously in this document.
- do not use personal email addresses, text or use personal telephone numbers to communicate with pupils or parents.
- use school devices over personal devices wherever possible
- do not to share personal information

Virtual lessons and live streaming

All work set should be communicated through Google Classroom. It is important that all resources are carefully checked by the member of staff before posting to ensure that they are suitable for their audience.

For remote education using live streaming or pre-recorded videos and voice clips, guidance and training has been provided to staff to ensure that live lessons take place safely. For staff, additional [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching, and the [safeguarding guidance from London grid for learning \(LGfL\)](#) includes platform-specific advice. Teaching from home is different to teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When recording a lesson, consider what will be in the background, both through visual and audio.

Staff should be alerted to the fact pupils could share images and voices of staff and be mindful that it will be unlikely to be able to identify where or who may have done this. Similarly, staff should remember that the language used is appropriate. Resources created and shared. All lessons via Google Meet should be recorded and kept for a maximum of 3 months before being deleted.

Additionally, HODs or Line managers should be added as staff to each classroom to be able to monitor conversations between staff and pupils to ensure that staff are fully protected.

In the event of a staff member having a concern with a pupil during an online lesson, they must report this straight away to the DSL using the procedure set out in Annex 1 of the Child Protection and Safeguarding Policy. Pupils will also be provided with a code of conduct (Appendix 1).

Google Meets Key Points:

- Google Meet is used for all online lessons
- Ensure you turn on and off the Meet link in google classroom
- Only share the google classroom link with pupil in that classroom, if you think this link has been shared, reset the link in the classroom settings
- Use a school device to host all online lessons
- Turn off all settings in 'host settings' (quick access, share screen and send chat messages)
- Ensure that the teacher is the first person in the meeting and last one out, removing pupils as necessary
- During live lessons, ensure that pupils cameras are turned off and during Academic Review, ensure pupils only share appropriate backgrounds and with their camera on
- Record all meetings, the teacher will save the recording on Google Drive / securely on their computer. These will be deleted after 3 months.
- Dress appropriately and use professional language
- Ensure that all non-related tabs for the lesson are closed when screen sharing
- Ensure the ability to record is disabled for others in the room.

- Remove pupils from the room where there are concerns. Ensure these are followed up with the AHT and HOL
- Any concerns should be reported to the relevant member of SLT.

Providing pastoral care remotely

Helping parents, carers and pupils to make a weekly plan or structure that includes time for education, playing and relaxing is important to reduce stress and anxiety for families. Parents should take time to support their child with regular structured learning. Learning does not need to take place online and additional learning activities will be shared through our social media platforms as well as Government supported organisations identified earlier in this policy.

As set out in [Public Health England's guidance for parents and carers](#), routine can give children and young people an increased feeling of safety in the context of uncertainty.

Where personal devices are being used to communicate and where there are no other means available it is vital that personal numbers and other details are withheld. Staff have informed parents to expect these calls prior to them being set up.

In the event of having to contact home staff should aim to:

- Do this through parents' phones only (unless this itself poses a safeguarding risk), particularly in primary school, and in all cases make sure parents are aware and agree
- Call in school hours as much as possible
- Make sure someone else at school is aware, and keep a record of the date and time of each call on CPOMS
- If not calling from a school mobile or school - block their number so parents don't see it. (Give parents a heads-up of what time you'll be calling if you're blocking numbers, so they're more likely to pick up.)

Zoom / Google Meet - Meetings:

If participating in a zoom conference call with a child or any planned live streaming of a lesson; this should only take where consent has been received from the parent for the child to participate and record (this will be collated by the office). Recordings should be completed in order to allow the lesson to be viewed by pupils who have not been able to attend and in the event of any follow required. These recordings should be kept securely for 3 months. It is useful to remind pupils that these sessions are being recorded. Letters and responses will be sent via the school office. pupils will also be provided with a code of conduct (Appendix 1).

Key Points:

- Use your school accounts to sign in to Zoom/Classroom/Meet. To apply for longer than the usual 40 minute session – You can register your account at: <https://zoom.us/docs/en-us/school-verification.html>
- All recordings/rooms should be password protected for security reasons.

- Sit against a neutral background / use the background feature in Zoom to select a natural background. Staff can be accommodated in school should they wish to. Please contact a member of SLT.
- Do not complete meetings from your bedroom
- Address concerns / issues with pupil backgrounds
- Only complete the Zoom meeting on a school device
- Dress appropriately
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing your screen
- Use professional language
- Ensure the ability to record is disabled for others in the room.
- Remove pupils from the room where there are concerns. Ensure these are followed up
- Any concerns should be reported to the relevant SLT meeting.

SEE APPENDIX 2 FOR SUPPORT ON SETTINGS.

Personal data and GDPR

Schools and colleges should continue to follow the guidance outlined in the [data protection: toolkit for schools](#) when managing personal data and may need to consider:

- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely
- Data should be deleted after 3 months.

As with any safeguarding e-safety concerns it is vital that we are always there to protect our children and report immediately any concerns that you may have. Remember if it is not something you would say or do in the classroom, do not do it/say it online.

Appendix 1

CODE OF CONDUCT FOR ANY VIRTUAL LESSON OR ZOOM MEETING

For the smooth running of any Google Meets or Zoom meeting (academic review, virtual lesson or 1:1 meeting) it is important that all pupils behave in a way that has become the expectation at SJP.

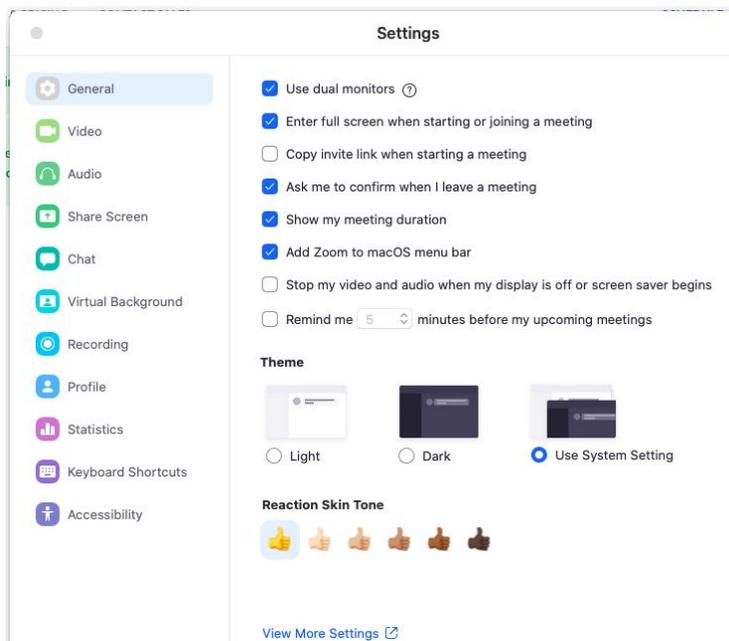
- Make sure that you are ready in advance of the scheduled lesson or meeting time – you have the log on details or link details to hand as well as the electronic device that you are going to use for the meeting is ready and fully charged.
- Do not share your invite with anyone else.
- Do not let others use your login, or share your login details with anyone else. If you suspect others have used your log-in details, you should report it immediately.
- Ensure that your camera is turned off during virtual lessons and during one to one meetings that background is plain.
- When entering the Zoom meeting ensure that you enter your full name.
- Make sure you have also thought about the best place in your house to have the online lesson or meeting..
- Appearance – you may wear alternative clothes as long as they are appropriate and suitable. As a guide for this think about what you have worn/would wear for a no uniform day in school. Ideally you should wear a plain top with no offensive pictures or slogans.
- During your virtual lesson, follow all instructions provided by your teacher and complete all tasks set.
- On Google Meets use the ‘raise your hand’ function to address any work-related questions or concerns during the lesson.
- You understand and agree that plagiarism (the bulk copying of others’ work) is unacceptable.
- Listen to any guidance provided by your teacher at the start of the meeting.
- No recording or screen grabs– the ability to record has been removed by your teacher. You must not make any effort to record the virtual lesson or meeting by any other means. Failure to follow this will be seen as a serious breach of this Code of Conduct and the school’s Behaviour Policy.
- You must always use online resources for distance learning in a responsible manner and not in any way which would reflect badly on the School.
- All pupils will be muted by their teacher in the academic review meeting. Follow the advice of your teacher about how you go about participating by saying something and they will ‘unmute’ you – but do not take this as an opportunity to say anything other than what is relevant for the meeting.
- Interruption – please ensure that you will not be interrupted for any reason but if you are, you will be able to deal with it or someone in your household will be available to do so.
- Your mobile phone must be switched **OFF**.

- The 1:1 Zoom meeting is for you but your parent/carer *may* be with you – this is fine but your teacher needs to know from you the answers to any questions they may have. If at all possible brothers and sisters are not present.
- The academic review sessions are for you and your form and therefore we are not expecting your parent/carer or any other family members to be present.
- You must not have friends present in any way in any meeting.
- Engagement is important so make sure there are not any distractions around eg the television; a radio and make sure that you are looking at the camera at all times.
- You must follow all instructions given to you by your teacher.

At any time at the discretion of your teacher you can be removed from the Google Meets lesson and Zoom meeting if you fail to adhere to the Code of Conduct and this will be referred to your Head of Learning and Assistant Headteacher.

APPENDIX 2 – Zoom Settings and support guidance

To update your zoom settings you need to click on ‘Zoom’ in your menu and click ‘preference’.



You should then select the option to ‘View more settings’ under the general tab. This should take you to your Zoom online account.

New Features Our latest release went live on April 7th. Check out our [blog](#) to review the new enhancements for ensuring the security and privacy of your account. To update to the latest version of Zoom, visit our [download page](#). X

Important Notice: To enhance the security on your account, starting April 5th, meeting passwords and Waiting Rooms will be turned on by default to protect your privacy. As the meeting host, there are some steps you'll need to take to familiarize yourself with these changes and ensure that your attendees can join your upcoming meetings seamlessly. Please [read this article](#) for step-by-step instructions. X

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings

Mr Peadar McLoughlin Edit

Change Delete

Under profile you are able to change your display name to remove your first name. To do this simply click on edit / make the change and save.

New Features Our latest release went live on April 7th. Check out our [blog](#) to review the new enhancements for ensuring the security and privacy of your account. To update to the latest version of Zoom, visit our [download page](#).

Important Notice: To enhance the security on your account, starting April 5th, meeting passwords and Waiting Rooms will be turned on by default to protect your privacy. As the meeting host, there are some steps you'll need to take to familiarize yourself with these changes and ensure that your attendees can join your upcoming meetings seamlessly. Please [read this article](#) for step-by-step instructions.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

You should then check your settings

You can then update the following:

Waiting room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.



Embed password in invite link for one-click join

Meeting password will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the password.



You should ensure that your waiting room is enabled.

Schedule Meeting

Host video

Start meetings with host video on



Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Computer Audio

Join before host

Allow participants to join the meeting before the host arrives



You should select to start with videos on and ensure the option for people to join before the host is switched off.

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



Select the option to mute participants on entry.

Chat 
Allow meeting participants to send a message visible to all participants

Private chat 
Allow meeting participants to send a private 1:1 message to another participant.

This option has been changed because 
• Chat is updated.

Auto saving chats 
Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Sound notification when someone joins or leaves 

Turn off the option to allow chats so that pupils cannot do anything in the chat area.

Screen sharing 
Allow host and participants to share their screen or content during meetings

Who can share?
 Host Only All Participants 

Who can start sharing when someone else is sharing?
 Host Only All Participants 

Allow screen sharing for the Host only.

Virtual background



Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

Allow use of videos for virtual backgrounds 

Allow virtual backgrounds

Meeting **Recording** Telephone

Recording

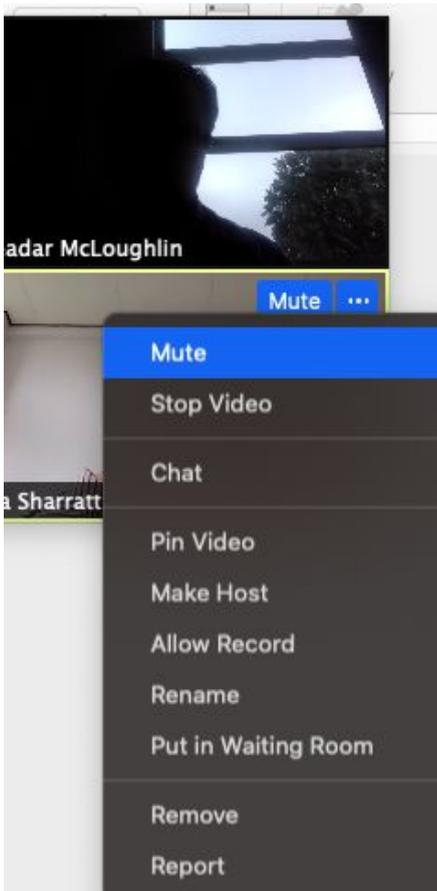
Local recording



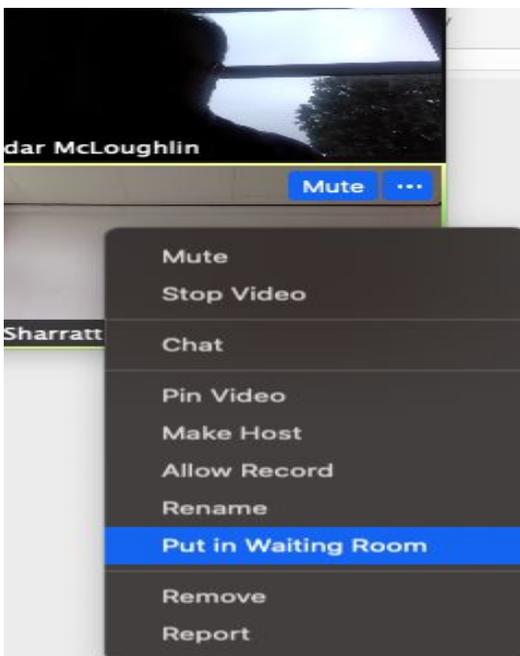
Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

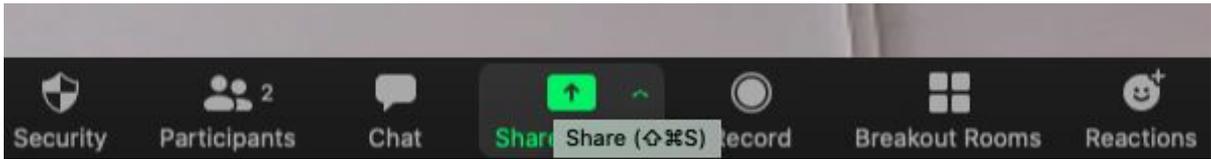
Select to allow local recording but make sure that the box below is ticked which states that 'hosts can give participants the permission to record locally'.



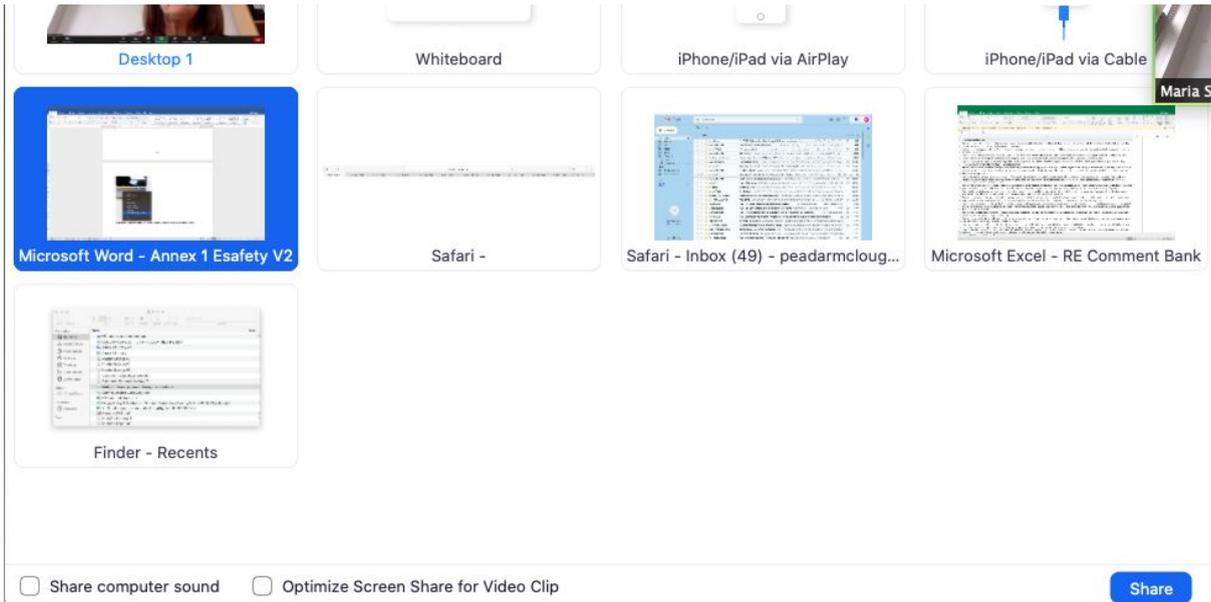
You can place a pupil on mute by selecting the ... image and click on 'mute'.



To remove a pupil from a zoom call you should either 'remove' or 'put in a waiting room'



To share your screen click on 'share screen'

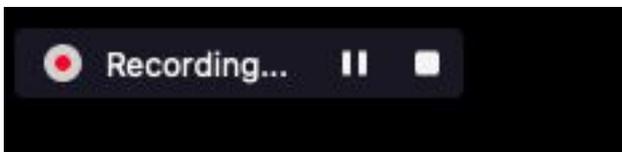


Then select the Powerpoint you wish to share and if there is sound make sure that you click the 'share computer sound' option.

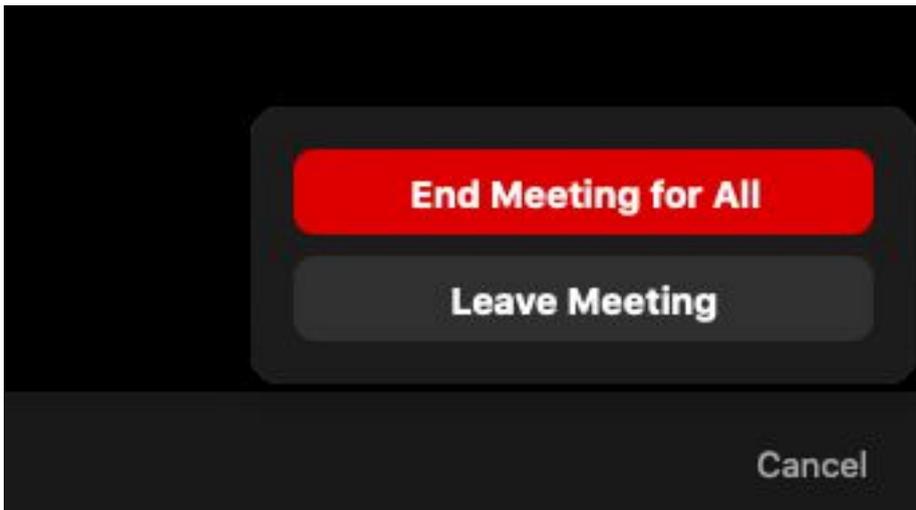
To record:



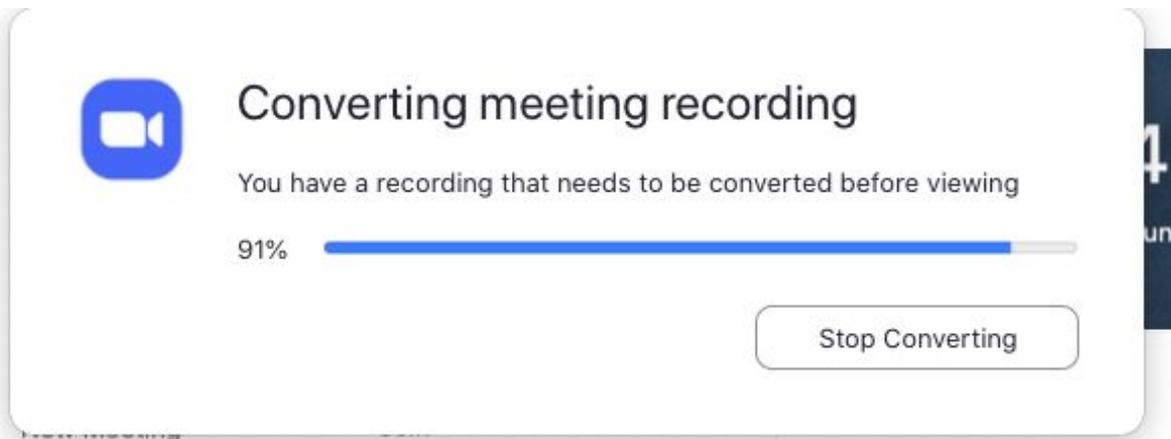
Click on the 'record icon'



To stop or pause a recording – select the option from the top of the screen.



To end the meeting select 'End' – 'End meeting for all' in the bottom right corner.



Once ended the video will convert and save to your local laptop zoom folder.

Appendix 3 – Risk Assessment

USE OF ZOOM FOR CHILDREN RISK ASSESSMENT

Assessment by (Name/ Role):	P McLoughlin / Deputy Headteacher / DSL	
School:	St John Plessington Catholic College	
Date of assessment:	11/01/2021	Date for periodic review (annually): Jan 2022

Potential Risk / Hazard description	Who might be harmed How is that harm brought about	Action to be taken	By whom	By when	Action completed Y/N ?	Level of risk now
Security/privacy issues related to use of Zoom software.	Meeting links are public.	<ul style="list-style-type: none"> • Avoid publishing on social media or in public forums • Date and time, together with a link to a meeting to be shared only in secure email / in appropriate Google classroom. • Link to be shared just before the lesson starts / Link should be hidden and reset after the lesson. • Both parents and participants to be directed not to pass on link details to other persons, regardless of how well they know them. 	Meeting organiser	Prior to commencement of meeting then Ongoing		Low
Uninvited /	Unintentional	<ul style="list-style-type: none"> • The teacher with the list of participants within the Zoom platform against these lists of those expected to be in attendance at the start of every meeting'. Any discrepancy must be resolved before the meeting can 				

<p>unknown person gaining access to the meeting</p>	<p>facilitation of access to pupils of meeting</p>	<ul style="list-style-type: none"> • progress' • There is a ribbon running along the bottom of the screen when you're in • Ensure meeting room in Meets is set up / Only allow pupils from the class in / Remove any pupils who should not be there / ensure that you do not admit anyone from outside the organisation. 	<p>Meeting organiser</p>	<p>Ongoing</p>	<p>Low</p>
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Potential Risk / Hazard description	Who might be harmed How is that harm brought about	Action to be taken	By whom	By when	Action completed Y/N?	Level of risk now
		<p>the Zoom meeting. One of the tabs is 'participants' and if you press that, the full list of all those logged into the meeting are visible.</p> <ul style="list-style-type: none"> Remove any unknown to the waiting room or from the chatroom. 				
Using Personal Meeting ID to host public events	This creates a continuous meeting – anyone can access, switch off in account settings	<ul style="list-style-type: none"> Stream sessions using a professional link rather than personal. School email addresses should be used. Schedule separate zooms meetings for each lesson. School laptop or iPad should be used for these meetings. 	Meeting organiser	Ongoing		Low
	Allowing access to your computer	<ul style="list-style-type: none"> Ensure that all setting have been followed using advice in the E-safety annex Never give access to or request access from the pupils and their respective computer through the Remote Desktop Control function Ensure all other work is closed / tabs are closed down Ensure all security setting are set up before pupils come into the room. 	Meeting organiser	Ongoing		Low

Potential Risk / Hazard description	Who might be harmed How is that harm brought about	Action to be taken	By whom	By when	Action completed Y/N?	Level of risk now
Inadvertently providing access to personal information	Using Facebook to log in - access to personal information. Intellectual property rights issues Adverts that are not in keeping with the content and meaning of the course.	<ul style="list-style-type: none"> Parents to ensure they have set up the zoom account via their email address not Facebook. Sign in through email account. Communicated through parental letter. Pupils should only be allowed access to Meet - With SJP account 	Meeting organiser Parents	Ongoing		Low
Unauthorised recording of sessions	Participants may record meeting	<ul style="list-style-type: none"> Consent provided by parents to record meetings. Ensure all participants are aware that the session is recorded and the reasons for this. Ensure settings have been followed to prevent other users from recording the session – see user guide in E-safety annex. 	Meeting organiser	Ongoing		Low

Potential Risk / Hazard description	Who might be harmed How is that harm brought about	Action to be taken	By whom	By when	Action completed Y/N ?	Level of risk now
Unintentional transfer of additional information	Files can be transferred	Switch off in account settings	Leader / Organiser	Ongoing		Low
	Attendees can annotate during meeting	Switch off in account settings	Leader / Organiser	Ongoing		Low

Potential Risk / Hazard description	Who might be harmed How is that harm brought about	Action to be taken	By whom	By when	Action completed Y/N?	Level of risk now
Risk of inappropriate online contact/grooming or allegations	<p>Inappropriate use of Zoom platform or contact on other electronic platforms</p> <p>There is a facility to private message during a meeting</p>	<p>All parties will be made aware that 1 to 1 session are recorded to safeguard all parties.</p> <p>The 'host' of the meeting is an adult who has undergone DBS clearance and appropriate safeguarding training.</p> <p>They are also aware of the procedure to be followed should a child make an unexpected disclosure.</p> <p>Ensure Screen sharing is restricted to host. Chat is turned off.</p>	Leader / Organiser	Ongoing		Low

Potential Risk / Hazard description	Who might be harmed How is that harm brought about	Action to be taken	By whom	By when	Action completed Y/N ?	Level of risk now
Inappropriate clothing/setting for sessions	Participation in meeting while wearing inappropriate clothing or in inappropriate location eg bedroom.	Clear guidelines to all pupils on wearing suitable clothing and suitable location for accessing meeting. Code of conduct sent to pupils and parents.	HT – Letter to parents.	Ongoing		Low

APPENDIX 4 – Google Meets Settings and support guidance

Video link for content and directions related to the below: <https://youtu.be/rJWkktBeeM0>

With Google Meet, you can start class video meetings in Classroom, Meet, Google Calendar, and Gmail on your computer or mobile device. In Classroom, teachers can create a unique Meet link for each class, making it easy for teachers and pupils to join class video meetings. Only teachers can create the Meet link.

As the meeting organizer, teachers can decide if participants must ask to join the video meeting.

By default, Quick access is turned on. After the teacher starts a video meeting, they can change the setting as often as they need using Meet on a computer.

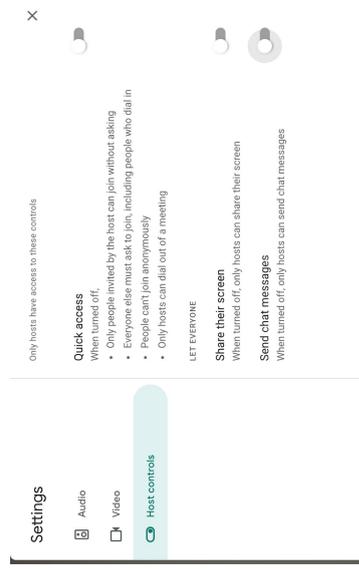
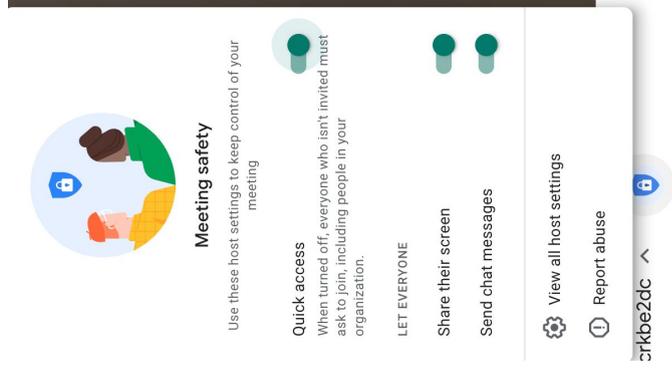
When Quick access is on:	When Quick access is off:
Participants from your domain can automatically join the meeting using their computer or mobile device. Participants who dial in to the meeting using their phone can automatically join the meeting. Any participant can dial out of the meeting.	All participants from inside and outside of your domain must ask to join the meeting. This includes people who dial in to the meeting by phone. People who are invited during the meeting by someone other than the teacher must ask to join the meeting. Only the teacher can dial out of the meeting.

Quick access can be altered and settings turned off to support staff and pupil safety once the meeting has started.

Only the host has these controls- if you do not have these controls end the meeting, you are not the host

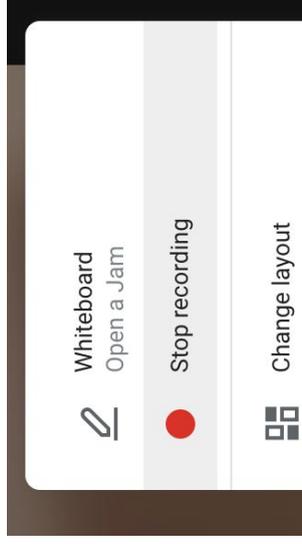
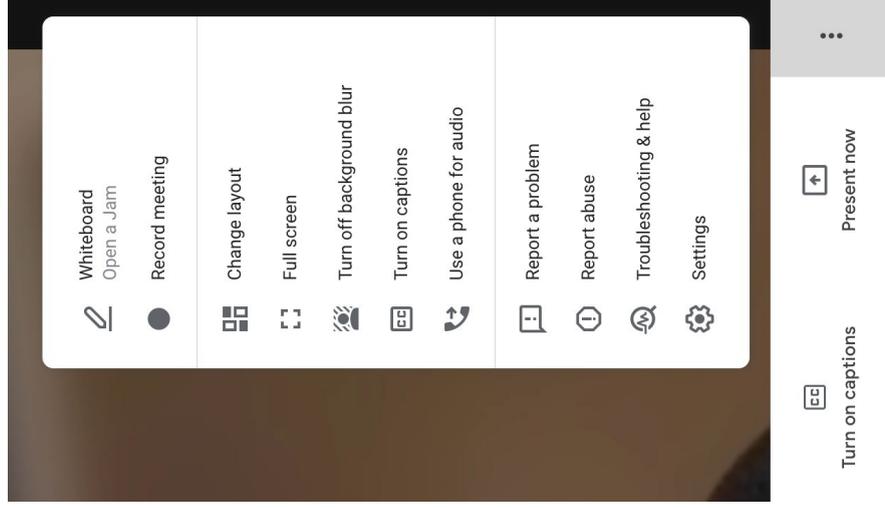
From either the settings menu, or the shield at the bottom left the settings should be altered so that all selections are turned off.

1. Quick access is off
2. Let everyone share screen is off
3. Let everyone send chat messages is off



Recording your lessons

Using the menu on the right hand side (three dots) you can select to record your meeting

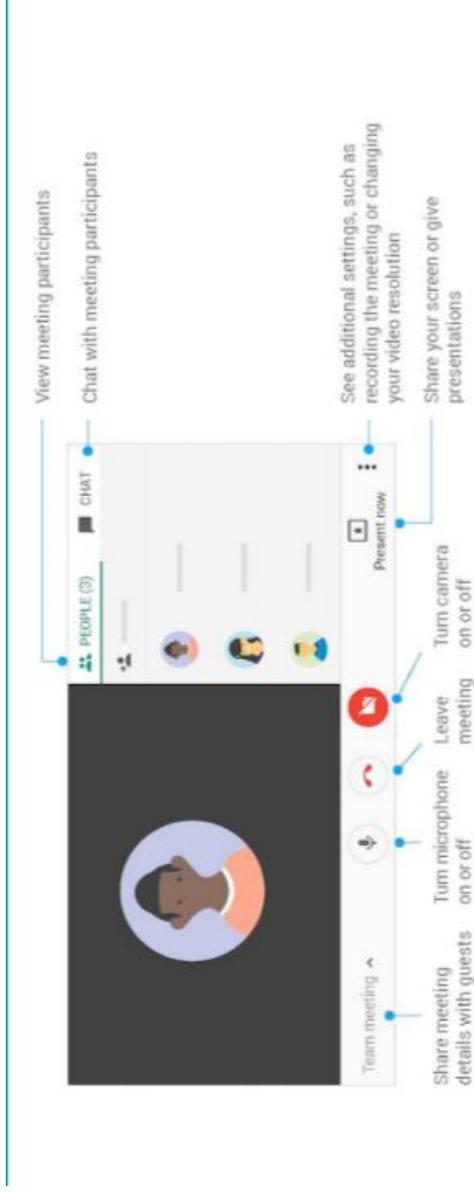


The meeting/lesson will be recorded and stored in your Gdrive.



Safety

1. Ensure you turn on and off the Meet link in google classroom
2. Only share the google classroom link with pupil in that classroom, if you think this link has been shared, reset the link in the classroom settings
3. Record all meetings
4. Turn off all settings in 'host settings' (quick access, share screen and send chat messages'
5. Be the first person in the meeting and last one out (remove pupils as necessary)
6. Ensure pupils only share appropriate backgrounds



Customize your settings

The quick overview.

1. To start a google meet:
2. Go to class in google classroom
3. Settings (top right)> turn on slider next to meet >save
4. Go to classwork tab> click on meet icon (video camera)
5. Join meeting
6. Shield(bottom left) (if the shield is not there, hang up, reset and start again) > turn off all sliders
7. Three dots (bottom right)>Record

pupils attend by clicking on the same icon which is now visible on the classwork page. They will only be able to join using their SJP log in for google classroom, and therefore their name will be announced (BING BONG) as they ask for permission to enter.

To finish a google meet:

1. Be the last one in the meeting and then hang up the call- the video will be saved for you and emailed to you as well
2. Go to google classroom for the class
3. Settings (top right)> turn off slider next to meet, AND use the drop down to reset link >save
4. DONE

Meet and ipads

Meet can be used with ipads easily, in order to share screen function and have the host controls necessary for safeguarding of pupils the following system is advised to be followed.

1. Set up Google Meet through classroom on a laptop/computer (not ipad) on teacher profile - see previous guidance

2. Set host controls and set to record- see previous guidance
3. From the ipad, using the same teacher profile, join the meet. This can easily be done from accessing Gmail app- and along the bottom



- select the second tab- 'Meet
4. From here join using the code from the classroom meet.
5. You will now be able to share your screen from your ipad.

Accessibility and tech tips

To help pupils who are deaf or hard of hearing, turn on live captions in Meet.

If internet speed is slow, turning off your camera can improve video meeting quality. If audio quality is poor, you can use a phone for audio or change the video streaming quality.

If you're using a mobile device, install the Google Meet app.

Charge your device before the meeting. On some fanless devices, such as tablets and laptops, charging during the meeting can reduce video quality.

Teachers centre support

https://edu.google.com/intl/en_uk/teacher-center/products/meet/?modal_active=none

Google meet for distance learning

http://services.google.com/fh/files/misc/enabling_distance_learning_using_hangouts_meet.pdf

Appendix 5 - Consent Form



19 January 2021

St John Plessington Catholic College

Old Chester Road
Bebington
WIRRAL
CH63 7LF

Email:
schooloffice@stjohnplessington.com
Phone: 01516455049
Website:
<https://www.stjohnplessington.com/>

SJP Form - Yr 13 Consent for Live Google Meet / Zoom Lessons

SJP Form - Consent for Live Google Meet / Zoom Lessons

Dear Parents & Carers

We aim to ensure that everything is in place to enable pupils to continue with their learning. We will continue to use Google Classroom and Google Meet.

Could you please choose one option below to confirm that you agree to your child attending and participating in live lessons. Please note that for GDPR purposes, you must indicate that you agree to the lessons being recorded.

We would appreciate a response by Monday 18th January 2021.

Regards

Mr McLoughlin
Deputy Headteacher

Please choose one option, then submit form

- Consent Yes - I agree to my child participating in live lessons using Zoom / Google Meet. I understand that these lessons will be recorded.
- Consent No - I do not agree to my child participating in live lessons using Zoom / Google Meet.

Name:

Date: